

**RECORD OF PROCEEDINGS**  
*Minutes of Greenfield Township Trustees Meeting*  
May 27, 2026 - Held 6:30 PM

The Greenfield Township Trustees met in regular session at the Firehouse. Trustee Sitterley called the meeting to order at 6:30 p.m., and led those present in the Pledge of Allegiance. Dave Cotner, Lonnie Kosch and Jennifer Sitterley were in attendance.

At this time, Chief Brad Smith conducted the swearing-in of Alec Eveland, Full-time Firefighter with the Greenfield Township Fire Department. Pictures were taken with the Board and Chief, and family and friends were invited to the truck bay for refreshments.

**From the Fiscal Officer:**

Fiscal Officer Bichard presented the minutes of the May 13, 2026 Trustee Meeting for approval. Trustee Cotner made a motion to approve minutes as written; seconded by Trustee Sitterley.

ROLL CALL: Cotner: Yes      Kosch: Yes      Sitterley: Yes      Motion Passed 3-0

Fiscal Officer Bichard asked for a motion to approve the financial reports as presented, which includes the payment report for warrants 4126-4134, and electronic debits 111-2026 through 126-2026. Trustee Cotner made a motion to approve the financial statements, warrants and electronic debits; seconded by Trustee Kosch.

ROLL CALL: Cotner: Yes      Kosch: Yes      Sitterley: Yes      Motion Passed 3-0

Fiscal Officer Bichard requested a motion to approve purchase order 32-2026 for account 2191-220-353-0000 which is the natural gas account for the Fire Department in the amount of \$3,500. Trustee Cotner made a motion to approve this payment; seconded by Trustee Kosch.

ROLL CALL: Cotner: Yes      Kosch: Yes      Sitterley: Yes      Motion Passed 3-0

Fiscal Officer Bichard requested a motion to approve purchase order 33-2026 in the amount of \$2,500 for account 1000-110-599-0000 to pay Central IT Department LLC in the amount of \$2,500 for the cyber security audit that we talked about. Trustee Cotner made a motion to approve this purchase order; seconded by Trustee Kosch.

ROLL CALL: Cotner: Yes      Kosch: Yes      Sitterley: Yes      Motion Passed 3-0

Fiscal Officer Bichard raised the issue of the delegated access to township email. She can email the instructions again for those who need it, or they can stop in the office for assistance.

She also noted that Lawhon and Associates have been contacted about conducting an air quality assessment in the offices; the quote is for \$1,920. This doesn't need an immediate vote, but she wanted to inform the Board. Trustee Sitterley asked which account this would be paid from; this would need to be discussed. Chief Smith suggested he could reach out to BWC to inquire about air quality testing; it may be a free service they offer.

Also, Service Master has been contacted for a quote for cleaning service for the offices; no response has been received as yet.

The OTA meeting is coming up on June 30. Discussion continued regarding who was tracking RSVP's and meal choice. Trustee Cotner stated he would reach out to Gail at Hocking Township to check on this.

Trustee Kosch asked if the HR Butler issue and the Shelly bill had been resolved. Fiscal Officer Bichard responded that the HR Butler issue had been resolved as of this week, as well as any other outstanding payments. The Board signed an appropriation amendment for the funds for the Shelly bill, and it was paid. Trustee Sitterley thanked Fiscal Officer Bichard again for all that

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she has done since coming on board, and stated she knew there was an audit being conducted, so there is a lot going on. Trustee Sitterley also offered assistance on the five to ten year plan, as additional time had been given from the county. Fiscal Officer Bichard stated she planned to schedule individual meetings and a group meeting once the audit is over and things are settled. The county is asking for this information earlier than usual, and it is for a five year projection (which is not typical) ahead of the budget commission meeting in August. They are monitoring the carry over balances in the townships, making sure carry over is justified for capital improvements, and there is a plan; making sure balances are not being held over for no reason. She hopes to have a much better handle on the fiscal standings by the end of June, and where things are headed/what spending can occur.

**Zoning Inspector:** Zoning Inspector Jeff Williamsen presented the following business:

- **Complaint - 3195 Lancaster Kirkersville Road:** This is the Shirley Allen residence; there was a complaint from last year about very tall grass and junk in the yard. The Health Department has also received a complaint. Jeff went out last week, knocked and looked in and around the property. The house is empty; the kitchen was trashed; there continues to be very tall grass and junk, which the grass is hiding. He has mailed a violation letter to Ms. Allen, and will follow-up on June 3 if there is no response. Then, a registered letter will be mailed to her.
- **Divorce Settlement Property Issue:** Jeff explained he is dealing with a property which is part of a divorce settlement. The settlement states that the wife gets one and a half acres of property (out of a 17 acre parcel) as a lot split; however, the township has changed the zoning resolution to require two acres. Jeff consulted with Julie at Brosious, and was advised it could not be done without a variance. Jeff asked the Board if the \$1,200 variance fee could be waived in this case. After discussion, Trustee Sitterley asked to review the settlement document, and Jeff will provide it to her for review before the Board will make a decision.
- **Zoning Software:** Jeff presented the following information:
  - Software name is iWorQ; in business for over 20 years
  - It will allow residents to apply for permits on-line; they will still have the option to do so manually
  - Residents will be able to pay for permits on-line; no need to come to the office.
  - Potentially see a reduction in permit fees
  - Residents will be able to download their permits; no more manually creating and printing permits
  - If they lose a permit, they will still be able to retrieve it from the portal
  - Residents will be able to see permits in the portal and search for permits by address or owners name; only name and address will be available to the public upon a search
  - Status updates will be available to residents
  - The on-line application will offer dropdown menus and have required fields to allow editing of applications; this will help with incomplete applications
  - It is workflow oriented; the Zoning Department will determine what steps the applicant needs to compete to submit a legitimate application
  - On-line payment will come with a convenience fee to cover township costs for electronic payment
  - Applicants will be able to pull a copy of their permit at any time
  - Limited reporting will be available to residents, i.e. for a specific time period requested

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The benefits to the township will be:

- User defined financial reports
- User defined zoning reports
- Information available to the Board (parameters to be determined) e.g. permits in process, status of a permit in process
- Automated deposits; no handling of checks
- Minimizing and eliminating transcription errors
- Estimated 50-75% savings in permit processing time; eliminating the back and forth of the process, and residents will know exactly what is required
- Eliminate paper; being web-based means it can be accessed from anywhere
- The program syncs with Fairfield County's GIS
- Data can be downloaded and saved locally at any time
- First year cost: \$12,050; including requirements for configuration and implementation: \$4,800; annual license fee is \$7,250.
- Two other zoning tools that were explored are about the same cost; this package will save more time
- Two Ohio references - Lawrence Township and Perry Township - liked the program and spoke highly of it
- The program will help to keep the zoning inspector position at a part-time status
- Jeff would like to have some assistance for two to three months to help clean up the zoning information and with transferring data to the vendor; estimated cost for this is \$5,000 to \$7,000 on the high end
- The company has been in business since 2001; located in Utah. 3,300 customers nationally; 230 in Ohio; all set-up teams are employees; no contractors; same owner since the inception of the company

Jeff then proceeded to provide a demonstration of the software and how it is used, the features, etc. Trustee Sitterley asked if there is a succession plan for the business since it has a one owner; Jeff will check on this. Trustee Kosch asked how much this would generate in zoning fees to support this purchase; Jeff estimated approximately \$45,000 was paid in fees last year. Discussion continued regarding how much money is brought in for fees, how the zoning department is funded vs. being self-sufficient, and the cost of the program. Jeff was able to confirm last year the zoning department brought in \$36,534; the year before that, it wasn't being tracked. Trustee Sitterley also noted it would be helpful to have the township five year plan before potentially moving forward with approval of the purchase of this package. It was decided to put this purchase on hold until more clarification is given on the ownership/succession plan of the company, and zoning funding/income.

Trustee Sitterley recognized the sheriff's deputy in attendance. He did not have any business to bring before the Board.

**Road and Cemetery Department:** Tom Shafer, Road and Cemetery Superintendent presented the following business:

- **Ground Penetrating Radar Study in the Cemeteries:** Tom reported this was presented approximately a year ago, and the project is NOW done. He has a print-out report by GPS of all grave spaces that can be recaptured - 56 - at a current value of \$1,000 each - for a total of \$56,000 in Carroll Cemetery. Tom spoke with Austin Lines at the prosecutor's office, and the ORC requires that these spaces be advertised in order to

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establish right-of-reentry for the grave spaces. Tom will go through all 56 spaces and give Austin the information; this will get advertised for two weeks in the newspaper, and then there is a 180-day period to find out if anyone comes forward regarding spaces from the 1940's-1960's to which someone claims.

- **B&C Communications - Two-Way Radio System Update:** Tom met with Matt Crider, representative with B&C Communications, and they both agree a whole new system is the best solution. It will provide more solid coverage. Tom presented coverage maps and provided quotes (just received today) - with a repeater system at the Fire Department; one without a repeater; one if a repeater is placed at the Road Department. The cost (quote) would basically be like starting over: \$23,982.52. This includes eight mobile units, two portable units, base unit, mounting kits, cable to go from base unit to new antenna, new antenna, and whole repeater system. This may go down a little if Tom decides to trade a mobile unit for a portable (portable is less expensive); but overall, the cost would be approximately \$24,000. He asked for suggestions from the Board on how to proceed with this situation. He noted no reimbursement has been received as yet from last summer - EMA or SDRP funds. The estimated reimbursement is \$240,000, and he believes that number to be a good number; however, it is unknown when reimbursement will be received.
- **Pipe Replacement:** Tom went on to talk about the pipes he wants to replace, noting the year is halfway over. The engineer's estimate to replace all the pipes that need it through the Force Account Assessment forms Tom completed came to \$251,972.12. Tom does not feel the cost will be anywhere near that amount. Tom asked the Board if he could work with the engineer to put three pipes out for bid by advertising them for two weeks in the paper. If there are no takers, the Board has the contingency option to do nothing if they don't like the way the numbers come back. He asked if half of the pipes should be put out for bid, and use money from the general fund for the project; then when SDRP reimbursement is received, it can refund the general fund. Or, put this off, and start fresh in 2027. Discussion continued on the pipe jobs that need done, which is a total of six. It was suggested Tom should put three or four of the most difficult pipes out for bid, find out how the bids come back, and then determine how to proceed.

Trustee Kosch asked again about the repeater system for updating the radio system for the Road Department, and whether the best location for it would be at the Firehouse. Tom agreed the coverage would be a little bit better, but not by much. Also, a tower would need to be placed there if they decided to put the system there. Chief Smith noted there would be no interference with the Department's system if this were to happen; also, there would be no benefit to the Department since it would be a UHF system.

- **Havensport Road - Ditch Complaint:** Trustee Cotner raised the issue of an emailed complaint/request from Janet Domrose of Havensport from a couple of years ago. She had allowed someone to dig through their yard for a sewer line to get to the ditch; but now the ditch is full and not emptying as it should. This is keeping them from cutting their grass and causing standing water. Ms. Domrose is asking if the township can assist with this issue. This was discussed in more detail, with Tom noting he thought there may be some bricks or other blockage in the way of the flow of water. It was also

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discussed that the area is very low, having been part of the canal system in the past. Tom stated he will investigate the complaint.

**Fire Department:** Chief Brad Smith reported on the following business:

- **Personnel Updates:** Chief Smith requested a motion to approve the hiring of a part-time firefighter, Brad Schafner, upon successful completion of his background check and physical. Trustee Sitterly made a motion to approve the hiring of part-time firefighter Brad Schafner; seconded by Trustee Kosch.

ROLL CALL: Cotner: Yes      Kosch: Yes      Sitterley: Yes      Motion Passed 3-0

- **Grants:** Chief Smith met with Hicks Partners with Fairfield County re: the AFG grant. He still wants to pursue the pumper tanker at a cost estimate of \$550,000 to \$600,000. He suggested looking into a cost share portion with the Department paying more toward the truck which may make it more likely to get the grant.
- **Vehicles:** Looking at an ambulance cost, the average price is \$350,000 to \$360,000. A cot and load system is \$75,000. There may be some assistance from BWC to help on that piece.
- **Training and Events:**
  - Fairfield County EMA on June 1- mass casualty training
  - Fairfield County Sheriff's Office - meeting on June 8 to discuss MARCS radios

**Floor:**

Debbie Fisher was recognized to speak. Ms. Fisher stated she lived on Rainbow Drive, and she expressed her concerns for the upcoming road project starting on June 1, the increased traffic this will cause, and the safety concerns that come with it. She noted she had lived on the road for 50 years, so she was well aware of the traffic patterns and normal activity, and with all the additional traffic, it will become even more dangerous. She noted the posted speed limit is 45 mph, which she felt is too high for the tar and chip road. She asked if a reduced speed limit could be posted during the construction period. Tom Shafer wanted to check on whether the township can put up a class III barricade at Coonpath and Rainbow in order to close a third of the road, and have a sign stating "Road Closed - Local Traffic Only". He is trying to get answers as to whether the township can do this for a 150-day period. Ms. Fisher also expressed her concerns about the farmers who need to use the road and drive their equipment on the road during the construction period. Tom stated he wanted to deter people from using the road as much as possible. He stated he had four new digital speed limit signs that post drivers' speeds and tell drivers to slow down if the speed limit is being exceeded, or say thank you if they are driving at the speed limit; he is in the process of getting them posted. Ms. Fisher noted most of the work will be done while school is out, which is good. Tom suggested he could ask the sheriff's department to increase patrols in the area/on Rainbow Drive.

**From the Trustees:**

Trustee Sitterley reported she brought information from the state auditor's office regarding the performance audit at Madison Township, a similar sized township to Greenfield. She noted there wasn't substantial information or guidance in it, so she was glad Greenfield did not spend the money on an audit from them. She noted it showed revenue and expenses if anyone wanted to review the document.

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With no further business to come before the Board, Trustee Kosch made a motion to adjourn; seconded by Trustee Cotner.

ROLL CALL: Cotner: Yes      Kosch: Yes      Sitterley: Yes      Motion Passed 3-0

The meeting adjourned at 7:41 p.m.